

MVAC NOVEMBER 14, 2001 MEETING MINUTES

The MVAC meeting was held on November 14, 2001 at State Fleet Management. The meeting was started at 9:00 a.m. by Marcella Paul.

In attendance: Larry Hiatt, Melissa Ingrisano, Mary Anne Kramer, Patti Hughes, Bryan Flansburg, Barbara Taylor, Michael Stadler, Marcella Paul, Bob Schley, Tzyra Andreeva, Cher Threlkeld, Dave Monson, Roger Friedrich, Nestor Lujan, Tony Outen, Karen Griggs, Jim Anderson, Mercedes and Terry Wachsmann.

Introductions were made around the room.

Accidents – SFM asked if the vehicle coordinators would like to see this report broken down by department and mailed to the agency each month. SFM will send this report out each month and would like feedback.

CARS – SFM is testing a new version of CARS. SFM hopes to have this version released by the first of the year. Data regarding rates were review during the first quarter of FY 2002 and the rate reductions were updated in CARS for the October billing.

Voyager – SFM has been provided a six-month extension on the Voyager contract. Fuel bid will be completed in July of 2002.

Replacements – Ron Clatterbuck is working on the order forms. All order forms need to be returned by December 5, 2001 for review.

Registrations – DOR would like each agency to select a date for renewal registrations. Submit your request to Marcella or Diane Primavera – DOR. DOR is still working on updating addresses on their database.

Preventive Maintenance – The new preventive maintenance schedules for vehicle specific maintenance are in CARS. The schedule is also in the Vehicle Coordinator's Handbook.

Seasonal Issues – SFM has request that any agency requiring seasonal vehicle provide written request by the end of December. These requested will be recorded in the Used Vehicle reservation book by date of request, body code and user contact name. Upon vehicle availability Fleet will endeavor to meet the requests. Enterprise would like to help supply seasonal vehicles at a discount. Enterprise will email SFM a list of vehicles available; this list will then be distributed to agencies as needed. Enterprise will then enter into a contractual agreement with agencies on a individual basis. Maintenance, billing and usage will be covered through the contract with Enterprise. Enterprise will require a six-month minimum lease.

Vehicle Coordinator's Handbook – The handbook outlines issues that the coordinator will need to know to complete specific requirement. If there are any issues you would like to see in the handbook, please contact SFM.

Additional Vehicle Requests – The additional vehicle request review has been recently linked to under utilized vehicles. Rick Malinowski is still reviewing any additional requests. A proposal or decision will be made on additional requests before the next MVAC meeting.

New Business – MVAC Survey submitted by SFM. SFM wanted to make sure that the MVAC meetings are useful and productive. (Attached)

The results of this survey will be shared with the new Fleet Manager. Email topics you would like to have on the agenda to Marcella. Rick Malinowski anticipates naming a new Fleet Manager by the middle of December.

The Certificate of Participation is a “go”. The process to refinance the vehicles SFM has now, new and used purchases is being reviewed.

The meeting was adjourned at 10:53 a.m.

The next meeting will be January 9, 2002 at 9:00 a.m.